



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

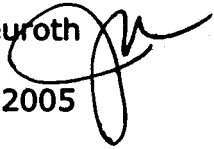


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MEMORANDUM

TO: Public School Academy Authorizers

FROM: Joann Neuroth 

DATE: April 15, 2005

SUBJECT: Changes in Public School Academy (PSA) Status

As you work with PSAs this summer, please think ahead about the timing of any submission to the Michigan Department of Education (MDE) of newly-finalized contracts or contract amendments which would require changes in the School Code Master or Building Code assignments. Although we will work to expedite rush requests during the final weeks before planned school openings, we will not be able to accommodate such requests until we have all required information in hand. When all information is complete, we will submit the information to the Center for Educational Performance and Information (CEPI). Please help your schools plan schedules that allow adequate time for obtaining Certificates of Occupancy and for finalizing contract amendments in advance of the two-week window MDE will need to respond to submitted amendments during the press of school-opening season.

Any amendment to the authorizing contract must be approved by both the authorizing body and the academy according to the process identified in the authorizing contract whenever PSAs:

- Add or change grade levels
- Change location.
- Add an additional site.

Contract amendments should be submitted to the Public School Academy Program (PSAP) within ten days of approval, just as authorizing contracts would be submitted within ten days of issue.

Grade Level Changes

Contract amendments adding or changing grade levels should be submitted at least two weeks in advance of the required date for implementation and should be submitted with the curriculum for any additional grades.

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Even if a school is already authorized by contract to offer additional grade levels, all changes in grade level still require that written notice be provided to the PSA Program at least two weeks before the start of the school year. If the curriculum documents for those added grade levels have not already been submitted to the PSA Program, these need to be submitted at this time as well.

Failure to submit these required documents in advance will delay changes in the School Code Master and may cause confusion and delay in getting required information to CEPI and other state agencies.

Public School Academies should be advised *not* to contact CEPI to report any changes in grades. CEPI will only make changes and updates to the School Code Master in response to information provided by the PSA Program.

Adding or Moving to a New School Building Site

Contract amendments for the addition of a site or for changes in school location or site for an existing academy should be submitted at least two weeks before occupancy of the school along with a Certificate of Occupancy for the site from the Department of Labor & Economic Growth (DLEG), Bureau of Construction Codes and Fire Safety (BCCFS).

Failure to provide all of these documents to the PSA Program will delay required changes in the School Code Master maintained by CEPI and issuance of a building code.

Newly Authorized Academies

Public school academies that have a school district code and are opening for the first time, but lack a building code, must submit their Certificate of Occupancy from the Department of Labor & Economic Growth (DLEG), Bureau of Construction Codes and Fire Safety (BCCFS), along with a letter that identifies the planned opening date for the school and planned ending date for the school year. If the site of the building was not specifically identified in the authorizing contract, include that information in the letter. If the site has changed from the one originally identified in the authorizing contract, then this will require an amendment to the contract as well.

The PSA Program cannot request a building code from CEPI until all information is submitted. Authorization for payment of state school aid will not be made until a building code has been assigned. Thus, delay in submission of required information will cause confusion in reporting data, and delay in approval of the state school aid payment.

Contact Information

With any of the above requests, please include your most updated information about school board, school leaders, phone, fax, and e-mail contact information. We need our database to be as current as you can help us make it!

About Certificates of Occupancy

When PSAs request inspection and approval for occupancy by DLEG/BCCFS, please ensure that schools advise the inspector that the name of the academy, as authorized, must appear on the inspection and certification documents. Also, please ensure that the address of the academy, as it appears on the authorizing contract or amendment, matches that indicated by BCCFS. One of the most frequent causes of delay has been that on multiple occasions the name or address of the academy as listed on the BCCFS inspection/certification document have not matched the information indicated on the authorizing contract or amendment. Information that does not match will delay the approval process and assignment of a building code number.

Please share this information with academies that you have authorized and ask that they share the information with educational management companies under contract to the schools.

As always, please call if there is any way we can help as you plan for the opening of the 2005-06 school year.